

Project No.	
Contract No.	
Coordinator	

Project Period

Contract Between: _____ **and** _____ **thru** _____

CBO or Non-Profit Contractor? ☐ YES ☐ NO

<u>Agency</u>	<u>OTS</u>	<u>Item</u>
<input type="checkbox"/>	<input type="checkbox"/>	1. Contract number assigned?
<input type="checkbox"/>	<input type="checkbox"/>	2. Amendment number assigned, if applicable?
<input type="checkbox"/>	<input type="checkbox"/>	3. Parties to contract identified?
<input type="checkbox"/>	<input type="checkbox"/>	4. Term of the contract defined?
<input type="checkbox"/>	<input type="checkbox"/>	5. Cost of the contract clearly expressed, including maximum amount to be paid and amount to be paid?
<input type="checkbox"/>	<input type="checkbox"/>	6. Are identified costs allowable?
<input type="checkbox"/>	<input type="checkbox"/>	7. Payment terms are stated, including any percentage of retention?
<input type="checkbox"/>	<input type="checkbox"/>	8. The contract includes language that the Contractor and all subcontractors agree to abide by the General Terms, Conditions, and Certifications contained in OTS Program Manual, Volume II, Chapter 6, Exhibit 6-A.
<input type="checkbox"/>	<input type="checkbox"/>	9. Signatures of parties to contract are included?
<input type="checkbox"/>	<input type="checkbox"/>	10. Final Executed Agreement

Contractual Services Questionnaire

This questionnaire is to be completed for each contractual service agreement entered into that will be reimbursed under an OTS Project Agreement. An individual knowledgeable in the contracting agency's documented procurement policies should complete the questionnaire. The completed checklist and questionnaire with a copy of the fully executed agreement will be sent to OTS prior to submission of a project reimbursement claim which includes contractual service costs.

1. What was the method of procurement?

- ☐ Request for Proposal ☐ Invitation for Bid ☐ Other
☐ Sole Source ☐ Exemption from Bidding

2. If award of contract is to other than the lower bidder, please explain reason(s).

3. What was the basis for determining that the price or rate is reasonable?

4. Is the contractor a non-profit or community-based organization?

☐ YES ☐ NO

If YES, the following provisions must be included in the terms of the agreement:

- a. Compensation will be for actual costs and on a reimbursement basis.
- b. Only those costs in the attached detailed budget/budget narrative will be reimbursed.
- c. Source documentation supporting billed costs must be submitted with invoice.

5. If the contractor is a non-profit corporation or community-based organization, is contract over \$150,000?

☐ YES - Attach a copy of the pre-award review (OTS Grant Program Manual, 6.9) **or** justification for waiver. ☐ NO

6. Has your agency contracted with this agency before?

☐ YES ☐ NO

7. ☐ **Contract contains all elements as detailed in the OTS Volume II, Chapter 6.11.**

Noncompliance to include the above elements will result in nonpayment.

Completed by: _____ Title: _____

Contract Representative: _____ Phone: _____

OTS USE ONLY

Date Received _____ \$ _____ ☐ **Entered into OTS Contractor Database**

Comments: